

**Minutes of the Meeting of the Personnel Committee of St Ives Town Council
held at the Town Hall St Ives on Wednesday 17 July 2019**

Present:

Town Mayor: Councillor D Rowe [in the Chair for Item PE01.00]

Councillors: N Dibben, T Drye, P Hussain, A Dickinson, M King, P Pope

In attendance:

Town Clerk: A Benfield

PE01.00 APPOINTMENT OF CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor A Dickinson be appointed Chairman of the Committee for the ensuing municipal year.

PE02.00 APOLOGIES FOR ABSENCE

Apologies were received from Councillor B Luter (Personal).

PE03.00 APPOINTMENT OF VICE CHAIRMAN FOR THE ENSUING MUNICIPAL YEAR 2019/20

RESOLVED: that Councillor P Hussain be appointed Vice Chairman of the Committee for the ensuing municipal year.

PE04.00 DECLARATIONS OF INTEREST

No declarations were made.

PE05.00 PUBLIC PARTICIPATION

No persons present wished to address the meeting.

PE06.00 MINUTES

RESOLVED: that the Minutes of the Meeting of the Personnel Committee held on 17 April 2019 are agreed as a correct record and signed by the Chairman.

PE07.00 PERFORMANCE FRAMEWORK

Having considered the data as presented, some Members felt that they did not understand how the figures related to what staff members do. The Clerk commented that the only way to fully understand what was involved in each role was to shadow each staff member whilst they were working to see what they do.

The Clerk agreed to recirculate all job descriptions as it was agreed that the task of the Committee was to consider the duty of care the Council has both to the public and to all employees and the only way to do this was to understand the links between the job descriptions and the actual tasks.

The Clerk suggested that all Members of the Committee should take time prior to the next Committee meeting to spend time with all staff based in the office, Museum and Grounds Maintenance depot to understand exactly what happens on a day to day basis.

Chairman's
Initials

Further elements of performance were discussed including Councillor training, where this was sourced and the external HR support which the Council pays for.

RESOLVED: that the information be received and noted.

PE08.00 BUDGET REPORT

RESOLVED: that the Budget Report be received and noted.

Chairman:

Date: 16 October 2019

Chairman's
Initials